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*Adm - 13.6*

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DD/S&T-2368-69

MEMORANDUM FOR: Director of Special Activities  
Director of Research and Development  
Director of ELINT  
Director of Scientific Intelligence  
Director of Computer Services  
Director of Foreign Missile and Space  
Analysis Center  
Director of Special Projects

SUBJECT: Quarterly Review/Forecast - First Quarter, FY 1970

1. Quarterly Reviews of the Office Status of Funds and forecasts of First Quarter FY 1970 contract actions have been scheduled as follows:

OSA	7 July 1969	1030 - 1115
OSP	7 July 1969	1115 - 1200
OEL	8 July 1969	1030 - 1130
ORD	8 July 1969	1400 - 1530
OSI	9 July 1969	1030 - 1100
FMSAC	9 July 1969	1100 - 1130
OCS	9 July 1969	1130 - 1200

2. All reviews are scheduled to be held in the DDS&T Management Information Center, Room 6E6103.

3. Because of the severe demands on Mr. Duckett's time we request that Office presentations be kept to the scheduled duration. In addition, we recommend that you forecast the first quarter contract actions by project totals rather than by each individual contract. Each project should be discussed in terms of major tasks to be accomplished with only certain contracts high-lighted because of their significance, cost, priority, risk or other factor of special interest.



Comptroller  
Directorate of  
Science and Technology

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